

**SUMMARY OF THE  
NELAC BOARD OF DIRECTORS MEETING  
MAY 17, 2001**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference at 1:30 p.m. Eastern Daylight Time (EDT) on May 17, 2001 in special session. The meeting was led by its chair, Dr. Charles Brokopp of the Utah Department of Health,. The list of participants is shown in Attachment B, the new list of action items is given in Attachment C, and the cumulative list of action items is given in Attachment D.

**PREPARATIONS FOR NELAC 7**

Dr. Brokopp and Mr. Paul Johnson reviewed the logistics of the Seventh NELAC Annual Meeting next week in Salt Lake City. Final changes in the opening plenary session were discussed and Dr. Brokopp mentioned that his staff have developed their tools for this meeting with the intention of passing them on to next year's co-sponsor. He noted that his staff's participation in, and observation of, the functioning of NELAC 6 provided an essential a context for their meeting preparations this year.

**STATUS OF FEDERAL ACCREDITING AUTHORITY APPLICATIONS**

Dr. Billets reported that he is in the process of reviewing EPA's application to be come a NELAP accrediting authority, and that it appears nearly ready to formally submit to the NELAP Director. Ms. Hankins noted that nominations for the evaluation team from the Accrediting Authority Working Group have been requested and that an on-site evaluation could occur in mid-October.

Ms. Sample reported that plans in the Department of Defense are to use NELAP accreditation as a basic qualification with project-specific evaluations to be performed as required. She anticipates that the application from the Navy may be submitted in July.

**STATUS OF CURRENT ACCREDITING AUTHORITY APPLICATION RENEWALS**

Ms. Hankins noted that the 2-year renewal (see section 6.3.1.d of the Standard) application process has begun and all but one of the currently approved first-round NELAP Accrediting Authorities (AA's) have submitted their renewal applications. She noted that an appropriate SOP is being developed and that July 1, 2001, is the current deadline for approval of renewal applications. However, startup of the program, particularly initial laboratory accreditation, is straining the resources of the AA's and that she plans to ask for a short time extension.

She noted that the AA's are working together to improve consistency. They have been sharing evaluation SOPs and lists of deficiencies encountered. She also noted that they are planning joint evaluations.

## **STATUS OF CONCERNS RECEIVED**

Dr. Brokopp reviewed concerns that have been received regarding NELAP evaluation consistencies. Some of the specifics of the issues mentioned were discussed. It was noted that the AA's themselves are aware of the issues and have taken action (see previous topic) to correct them.

## **NEXT MEETING**

The next meeting of this Board is scheduled for May 22, 2001, at 8:30 a.m. MDT, just prior to the opening plenary session of NELAC 7 in Salt Lake City, UT.

**NELAC BOARD OF DIRECTORS**  
***DRAFT AGENDA***  
**May 17, 2001**  
**10:00 - 11:00 am EDT**

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**List of Participants  
Board of Directors Meeting  
May 17, 2001**

<b>Name</b>	<b>Affiliation</b>	<b>Address</b>
Dr. Charles Brokopp Chair	UT Department of Health	T: 801-584-8406 F: 801-584-8486 E: cbrokopp@doh.state.ut.us
Ms. Ann Marie Allen	MA Dept. of Environmental Protection	T: 978-682-5237 F: 978-688-0352 E: ann.marie.allen@state.ma.us
Dr. Stephen Billets Exec. Secy., Acting	USEPA/ORD	T: 702-798-2232 F: 702-798-2261 E: billets.stephen@epa.gov
Ms. Jeanne Hankins Director	USEPA/ORD	T: 919-541-1120 F: 919-541-4261 E: hankins.jeanne@epa.gov
Dr. Kenneth Jackson (invited)	NY State Dept of Health	T: 518-485-5570 F: 518-485-5568 E: jackson@wadsworth.org
Dr. Paul Kimsey	CA Department of Health Services	T: 510-40-2411 F: 510-540-3075 E: pkimsey@dhs.ca.gov
Ms. Silky Labie	FL Department of Environmental Protection	T: 904-488-2796 F: 904-922-4614 E: labie_s@dep.state.fl.us
Dr. Tom Maloney	USGS/National Water Quality Laboratory	T: 303-236-3460 F: 303-236-3499 E: tmaloney@usgs.gov
Dr. Jim Pearson	VA Division of Consolidated Laboratory Services	T: 804-786-7905 F: 804-371-7973 E: jpearson@dgs.state.va.us
Ms. Anne Rhyne (absent)	TNRCC	T: 512-239-6830 F: 512-239-6410 E: arhyne@tnrcc.state.tx.us
Ms. Jackie Sample	US DOD	T: 843-764-7337 (x11) F: 843-764-7360 E: samplejh@navsea.navy.mil
Mr. Joe Slayton	USEPA/Region 3	T: 410-305-2653 F: 410--305-3095 E: slayton.joe@epamail.epa.gov
Dr. Gene Tatsch (Contractor Support)	Research Triangle Institute	T: 919-541-6930 F: 828-628-0659 E: cet@rti.org

**NELAC Board of Directors Meeting  
May 17, 2001  
New Action Items**

<b>Item No.</b>	<b>Action</b>	<b>Status</b>
1	Ms. Hankins will draft a request to extend the time period for Accrediting Authority renewal applications.	

**Action Items from Previous Meetings  
NELAC Board of Directors  
May 17, 2001**

<b>No.</b>	<b>Meeting Date</b>	<b>Action</b>	<b>Status</b>
1	04/13/00	Dr. Jackson, and Dr. Kimsey will provide a short summary of recent Accrediting Authority workgroup teleconferences to Ms. Hankins to be included in the materials for the next board meeting. (Will be an on-going item).	On-going
2	01/11/99	Committee Chairs are to prepare "Frequently Asked Questions" for posting on the NELAC Website. They are to submit these to the Membership and Outreach Committee.	On-going
3	09/23/99	Dr. Jackson will draft a policy for responding to future offers of NELAC-associated activities at national meetings.	On-going
6	05/04/00	The Membership and Outreach committee will draft a policy addressing the logistics of web-submitted issues: routing, response, etc.	On-going
8	05/08/00	Dr. Brokopp will explore organizational issues with ECOS.	Ongoing
9	7/26/00	Dr. Brokopp will continue to lead exploration of viable options, including financial issues.	Ongoing
13	7/13/00	The Program Policy and Structure Committee is tasked with developing specific draft wording of a reorganized NELAC at NELAC 6i.	Deferred
14	8/10/00	Ms. Allen, Ms. Labie, and Dr. Brokopp will draft a plan, based on the most recent work by the transition committee, for submittal to EPA.	Deferred
17	9/12/00	Mr. Parr will draft a NELAC-7i proposal for Dr. Brokopp, Ms. Labie, Dr. Kimsey to review prior to presentation to the full Board.	Ongoing
22	10/31/00	Committee efforts should cite by reference the desired ISO wording, adding explanatory and supplemental notes as needed.	Ongoing
24	10/31/00	Ms. Hankins will identify a representative from ISO be invited to participate in a future Board teleconference to discuss viable options for use of ISO language in the NELAC Standard.	Deferred
25	11/09/00	Mr. Siders will draft a response to AIHA, for Board review, outlining the committee's plans for development of a NELAC asbestos standard.	
30	11/09/00	Dr. Brokopp agreed to follow up with Dr. Billets on possibilities for new promotional ideas and report to the Board at next month's meeting.	Ongoing
35	1/1/01	Dr. Brokopp and Dr. Kimsey will explore possible legal options for continued use of ISO language in the NELAC Standard.	Ongoing

**Action Items from Previous Meetings  
NELAC Board of Directors  
May 17, 2001**

<b>No.</b>	<b>Meeting Date</b>	<b>Action</b>	<b>Status</b>
37	1/1/01	Dr. Brokopp will Email the Board and committee chairs for inputs on presenters & topics at the WTQA meeting next August.	Ongoing
39	2/8/01	Dr. Billets will obtain an update from Ms. Sample, and offer his assistance, in making arrangements for NELAC 7i.	On agenda
42	2/8/01	Dr. Billets will follow-up with Membership and Outreach committee on Item No. 6 (05/04/2000).	Ongoing
43	2/8/01	Dr. Brokopp will revisit Item No. 9 (7/26/2000) to consider developing a briefing package for the new administration.	Ongoing
45	2/8/01	Mr. Slayton will contact Mr. Siders on the status of Item 25 (11/09/2000)	Ongoing
46	3/8/01	Ms. Rhyne & Mr. Slayton will draft a policy for adding new areas to the NELAC Standard.	Complete
47	3/8/01	Ms. Hankins will forward guest room reservation data from recent meetings contracted by EPA in the Washington, DC area to Ms. Sample.	Complete
48	3/8/01	Board members should forward counsel to Dr. Jackson on development of an event-sponsor policy.	Deferred
49	3/8/01	Revisions of the proposed NELAC 7 schedule will be considered to accommodate travel times.	Complete
50	3/8/01	Board members should to submit NELAC support items to Dr. Billets or Dr. Brokopp so that a prioritized list of needed support can be discussed at its next meeting.	Complete
51	4/17/01	Ms. Labie will check with ACIL on their interest in facilitating an independent conflict resolution clearinghouse for NELAP.	
52	4/17/01	Ms. Labie and Mr. Johnson will coordinate the efforts of the Transition and Accrediting Authority committees for survey development.	
53	4/17/01	Dr. Brokopp will obtain a nominating committee status from Dr. Pearson.	Complete
54	5/10/01	Ken Jackson will check with Nominating Committee to assure that a full slate of candidates are proposed	Complete
55	5/10/01	Anne Rhyne will provide another draft of policy on modification of the scope of NELAC	Complete

**Action Items from Previous Meetings  
NELAC Board of Directors  
May 17, 2001**

<b>No.</b>	<b>Meeting Date</b>	<b>Action</b>	<b>Status</b>
56	5/10/01	Jackie Sample will provide flyer on NELAC 7i	Complete